

Position Description

- Role Title:** Educator
- Work Type:** Part Time 5 day fortnight Monday, Tuesday alternating Wednesday 8 hours each working day. Times are flexible 7.30am -3.30pm or alternative times negotiated with Director.
- Reports To:** Director/Nominated Supervisor / Management Committee (Approved Provider)
- Location:** St Thomas's Riverview Kindergarten 186 Macquarie street St Lucia

St Thomas's Riverview Community Kindergarten is a community-based not for-profit organisation that operates a child centre-based early childhood education and care (ECEC) service. St Thomas's Riverview Community Kindergarten is committed to provide:

- high quality early childhood education and care services for families with young children
- advocacy for young children and their families

Purpose of Role

The Educator is a respected position within the kindergarten service, with responsibility to provide stimulating, caring and supportive environment for children to promote program goals.

Key duties include promoting and ensuring:

- Working with the Teacher / Nominated Supervisor in the provision of high quality care for the children
- Providing a stimulating, secure, caring, and safe environment for the children
- Assisting the Teacher by preparing and maintaining equipment and materials, and the environment as required
- Working as a team member
- Supporting the Teacher, Nominated Supervisor & Educational Leader by providing any feedback, information and issues of concern which will contribute to the improvement of the program.
- Supporting meaningful parent participation in all aspects of the service provision.
- A commitment to engage in critical reflection on program and practice.

The Educator reports to and works closely with the Teacher / Nominated Supervisor. To have an attitude and desire that reflects a positive attitude to working with young children and seeking more knowledge of early childhood development and centre based care.

Role Duties

Program Implementation

- To become familiar with, and actively assist in the delivery of the program as planned by the Teacher. Being aware of the current group intentions and Individual child goals.
- To be familiar with the curriculum documents The Early Years Learning Framework, National Quality Standards and the Queensland Kindergarten Learning Guideline participating in discussions with the Teacher / Educational Leader.
- To assist in the recording of accurate and comprehensive observations of children involved in experiences.
- To provide encouragement and to build independence and self-esteem in each child.
- To share feedback with the Teacher in evaluation of the program.
- To ensure that children are well supervised at all times.
- To communicate with the Teacher on any matters of concern with regards to any child and their family.
- After discussion with the Teacher prepare materials and experiences as required by the Teacher.
- To contribute to the philosophy of the kindergarten service.

Working with Children and Families

- To welcome each child and their family to the kindergarten service each day.
- To demonstrate empathy to the attitudes and feelings of parents leaving their children at the kindergarten service.
- To develop a good rapport with families through regular open communication.
- To communicate with the families about the child's involvement in experiences each day.
- To actively participate in parent meetings when appropriate.

Workplace Health and Safety

- Attend to the security of the building and equipment outlined for the operation of the kindergarten service.
- Be familiar with and practice the fire and emergency Evacuation Procedures and training when required and as necessary.
- Keep rooms and spaces clean, tidy, attractive and pleasant places for children, their families and staff.
- Have due regard for the health and safety of the children.
- Observe high personal standards of hygiene at all times to help reduce the risk of cross infection.
- Be familiar with the duties list and consistently seek to have these responsibilities completed
- Observe kindergarten service's health and safety policies and procedures at all times.
- Notify Nominated Supervisor of any materials and equipment that need removing, repairing or replacing.
- Take due and adequate care of equipment and materials and follow the guide for the care, storage and maintenance of equipment.

- Provide in priority order a list of equipment required.
- Check environment daily with regards to safety and document this.
- Ensure that children are well supervised at all times.
- Inform another staff member when you leave the room/play space.

Key Selection Criteria

- Diploma Qualified
- Good communication skills.
- Ability to use initiative and self reflect to set goals to improve practice.
- Positive attitude and commitment to working as part of a team.
- Understanding of the National Quality Standards and a commitment to continuous improvement.
- Understanding of the Early Years Learning Framework and Queensland Kindergarten Learning Guide.

Ongoing Requirements

- Working with Children and Families.
- Human Resource Management and Support.
- Supporting the kindergarten service.
- National Quality Framework – understanding legislative requirements and participation in the self assessment process and implementation of the kindergarten service Quality Improvement Plan.
- Workplace Health and Safety.
- Support other staff, community workers, students and volunteers.

Essential Qualifications

- Senior first aid certificate, including resuscitation certificate and training in the emergency management of anaphylaxis and asthma.
- Current Suitability Card
- Minimum Certificate III in Children Services.

Acknowledgement

I, acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This is to be signed by the successful candidate or position holder – not be signed by applicants for the position).

Employee

Name:

Signed:

Date:/...../.....

Executive Committee Member